

REQUIREMENTS FOR  
**SECONDARY CERTIFICATES**  
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

➤ **PROVISIONAL SECONDARY CERTIFICATE – 7-12**

*The Provisional certificate is valid for 2 years and is not renewable, but may be extended once for 2 years.*

**Requirements for the Provisional Secondary, 7 – 12 certificate are:**

1. Completed **Application for Certification**
2. Appropriate Fee (See Application for Certification)
3. A photocopy of your valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety (602) 223-2279.
4. A Bachelor's or more advanced degree from an accredited institution. Official transcript(s) must be submitted.
5. Option A, B, or C:
  - A. Completion of a teacher preparation program in secondary education from an accredited institution or from a Board-approved teacher preparation program.  
- OR -
  - B. Thirty (30) semester hours of education courses including at least 8 semester hours of practicum in grades 7-12. **Two years** of verified full-time teaching experience in grades 7 through Postsecondary may substitute for the 8 semester hours of practicum. (Please submit a letter on official letterhead from District Superintendent or Personnel Director to verify teaching experience.) Courses which teach the knowledge and skills described in the professional teaching standards such as learning theory, classroom management, methods and assessment are acceptable.  
- OR -
  - C. A valid secondary certificate from another state.
6. A passing score on the Professional Knowledge Secondary portion of the Arizona Educator Proficiency Assessment (AEPA). The Professional Knowledge assessment shall be waived for applicants who submit verification of **one** of the following:
  - A. A passing score on a comparable Professional Knowledge Secondary examination from another state or agency taken within the past 7 years. **Submit the original score report at time of application;**
  - B. A passing score on a comparable Professional Knowledge Secondary examination from another state or agency taken more than 7 years ago AND 5 years of full-time teaching experience within the past 7 years. **Submit the original score report** AND a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience **at time of application.**
  - C. A current certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.
7. A passing score on the Subject Knowledge Secondary portion of the Arizona Educator Proficiency Assessment (AEPA). Subject Knowledge assessments offered for the following: Art, Biology, Business, Chemistry, Economics, English, French, Geography, German, Health, History, Mathematics, Music, Physics, Political Science/American Government, Social Studies and Spanish. If a proficiency assessment is not offered in a subject area, an approved area shall consist of 24 semester hours of subject-related courses from an accredited institution (Note: An approved area in general science is comprised of 12 semester hours of life science courses and 12 semester hours of physical science courses). The Subject Knowledge assessment shall be waived for applicants who submit verification of one of the following:
  - A. A passing score on a comparable Subject Knowledge Secondary examination from another state or agency taken within the past 7 years. **Submit the original score report at time of application;**
  - B. A passing score on a comparable Subject Knowledge Secondary examination from another state or agency taken more than 7 years ago AND 5 years of full-time teaching experience within the past 7 years. **Submit the original score report** AND a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience **at time of application.**
  - C. A current certificate from the National Board for Professional Teaching Standards. Submit a notarized copy of the certificate.

*(continued on next page)*

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8. Verification of state approved Structured English Immersion (SEI) training. Option A if certified before August 31, 2006. Option B if certified on or after August 31, 2006:
- A. Verification of one (1) semester hour or fifteen (15) clock hours of state approved Structured English Immersion (SEI) training.
  - B. Verification of three (3) semester hours or forty-five (45) clock hours of state approved Structured English Immersion (SEI) training.

*Individuals who hold an Arizona Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement (Applicants who hold a Full ESL endorsement from another state may apply for an Arizona ESL endorsement). The requirement for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other applicable certification requirements.*

**NOTE:** *If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on History, Government, Social Studies, Citizenship, Law, or Civics, you have 1 year to fulfill the requirement(s).*

9. Arizona Constitution (a college course or the appropriate examination).
10. U.S. Constitution (a college course or the appropriate examination).

➤ **STANDARD SECONDARY CERTIFICATE – 7-12**

*The Standard certificate is valid for 6 years and is renewable.*

Requirements for the Standard Secondary, 7 – 12 certificate are:

1. Qualify and hold the Provisional Secondary certificate for 2 years.
2. A passing score on the performance portion of the Arizona Educator Proficiency Assessment. Currently, the assessment has not been developed. Two years of verified full-time teaching experience during the valid period of the Provisional certificate may be used to convert the Provisional certificate to a Standard certificate. (Please submit a conversion form signed by the District Superintendent or Personnel Director verifying two years of full-time teaching experience during the valid period of the Provisional certificate being converted.)
3. Verification of state approved Structured English Immersion (SEI) training to qualify for a Provisional or Full SEI endorsement. **Please see SEI requirements.**  
Note: Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement.
4. A photocopy of your valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety (602) 223-2279.